

ACKNOWLEDGMENT OF RECEIPT  
DIOCESE OF SHREVEPORT  
EMPLOYEE HANDBOOK

This is to acknowledge that I have received a copy of the Employee Handbook (Revised October 1, 2011) for the Diocese of Shreveport.

I understand that I am responsible for following the policies as stated and should refer any questions to my immediate supervisor or the Director of Human Resources for clarification. I further understand that Bishop Francis I. Malone reserves the right to add, change and/or delete any of these employment policies after appropriate consultation.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date